



COMDTINST 5000.5E
DEC 6, 1993

COMMANDANT INSTRUCTION 5000.5E

Subj: FOREIGN TRAVEL

- Ref:
- (a) Standards of Conduct, COMDTINST 5370.8 (series)
 - (b) Foreign Port Calls, COMDTINST 3128.1 (series)
 - (c) Department of Defense (DOD) Foreign Clearance Guide
 - (d) Security Compartmented Information (SCI) Access and USCG Policy and Organization, COMDTINST C5500.14 (series)
1. PURPOSE. This instruction establishes policy and approval procedures for foreign travel and provides guidance for personnel traveling abroad on official Coast Guard business.
 2. ACTION: Area and district commanders; commander of Maintenance and Logistics Commands; Commander, CG Activities Europe and chiefs of offices and special staff divisions at Headquarters shall insure that all personnel required to perform foreign travel are aware of the above procedures.
 3. DIRECTIVES AFFECTED: COMDTINST 5000.5D is cancelled.
 4. DISCUSSION. Because of the extensive international involvement of various Coast Guard programs, Coast Guard personnel (active, reserve, civilian and Auxiliary) are often called upon to travel abroad for official purposes. For planning and clearance purposes, foreign travel falls into two categories. routine foreign travel may be approved by the officials designated in paragraph 8 of this instruction. The Secretary of Transportation has delegated to the Commandant the authority to authorize non-routine foreign travel of up to four persons traveling to the same

destination. Non-routine travel by groups of five or more persons to the same destination will be approved by the Deputy Secretary of Transportation. All persons either traveling abroad or preparing orders for foreign travelers must conform to the requirements and procedures set forth in this instruction.

5. POLICY. Only travel necessary to effectively and economically accomplish the missions of the Coast Guard will be approved.

6. DEFINITIONS.

- a. Foreign Travel. Foreign travel is defined as official travel to the sovereign territory of a foreign Nation (including Canada and Mexico) by active, reserve, civilian or Auxiliary Coast Guard personnel under orders (also includes foreign travel on Coast Guard issued invitational orders per COMDTINST 12570.3A) or for official purposes (but not including leave). For purposes of this instruction, foreign travel approval requirements do not apply to crews of aircraft landing in, or vessels docking in, foreign countries while on operational missions as these activities are governed by other regulations or instructions (see references (b) and (c)).
- b. Routine Foreign Travel. Routine travel is defined as travel to foreign areas on routine official business by personnel not directly involved in discussions with foreign officials on major departmental policies or programs. Routine travel is generally limited to:
 - (1) Travel of personnel, such as aircraft crews, involved exclusively in transporting department and other government personnel to and from foreign areas.
 - (2) Permanent change of station, and travel to, from and between foreign areas by personnel (and their dependents) whose official duty stations are in foreign areas.
 - (3) Attendance at meetings with foreign counterparts or embassy personnel if: (a) attendance is required under the terms of an existing treaty, memorandum of agreement (MOA) or memorandum of understanding (MOU) with a foreign government (such as a SAR, MLE joint ops agreement or joint contingency plan agreement); (b) meetings are to modify existing treaties, MOA's or MOU's or negotiate new ones which promote or enhance CG operations; (c) meetings concern the planning, coordination, or debriefing of participation in U.S. joint operations or security assistance activities involving foreign countries (such as USCG/DOD counter narcotics operations).

- (4) Other routine foreign travel including (a) Coast Guard Mobile Training Team visits/surveys; (b) Marine inspection visits; (c) Travel in direct support of ongoing acquisition programs or in support of operational equipment (such as procurement of WPB's, sensors, weapons or aircraft); (d) Travel by Coast Guard personnel to provide ongoing administrative, logistic or operational support to Coast Guard personnel stationed in foreign countries; (e) Travel in direct support of ongoing operational activities.
- c. Non-Routine Travel. Travel in connection with non- operational meetings and conferences.
- 7. GIFTS TO THE DEPARTMENT. Approval of the Deputy Secretary must be obtained before the travel commences, if travel expenses will be borne by any entity other than a U.S. Government entity. For further information regarding the acceptance of gifts of travel expenses refer to reference (a), the GSA Travel Rule, 41 C.F.R. 304-1, and the Joint Federal Travel Regulation, Part W.
- 8. PROCEDURES. Area and district commanders, Superintendent of the Academy, Commander, Coast Guard Activities Europe, Far East Section (FESEC), Marianas Section (MARSEC), commanding officer and director of Headquarters units, commander of maintenance and logistics commands, and chiefs of offices and special staff divisions at Headquarters are authorized to determine and approve routine foreign travel requests, and to request approval from the Vice Commandant or the Deputy Secretary via the Vice Commandant, as appropriate, for other foreign travel. **NOTE: Article 5-2-11 D., Coast Guard Regulations, COMDTINST M5000.3A requires that area and district commanders and commander, maintenance and logistics commands obtain authorization from Commandant (G-C/CV) prior to traveling to foreign countries for any reason.** Requests for such authorization will normally be made via telephone or in person, and followed up in writing.
 - a. Foreign travel by personnel possessing an SCI security clearance: All personnel possessing an SCI clearance must check with their Special Security Officer (SSO) prior to traveling abroad. Additionally, those same individuals must report to their SSO for possible debriefing upon return. Reference (d) has further details.
 - b. **Routine Travel**: Request for routine foreign travel by groups of four or less shall be prepared in the format of enclosure (1), signed by the appropriate official, and a copy retained on file by that official. Requests for routine travel by groups of five or more shall be prepared in the format of enclosure (2), signed by the appropriate official, and submitted to the Vice Commandant for approval a minimum of 45 days in advance of the planned trip, if

possible. Message submission of short lead time routine travel requests for groups of five or more is authorized. Ensure that all the information requested in enclosure (1) is contained in the message. Message requests should be addressed to COMDT COGARD WASHINGTON DC//G-C/G-CV/G-CI//.

- c. **Non-routine travel six-month projection:** Authorized requesting officials shall submit a projection for all anticipated foreign travel (other than routine) regardless of funding source or number of people for a six (6) month period beginning 1 October and 1 April of each year. These projections shall be in the format of enclosure (3). These reports shall be forwarded to Commandant (G-CI) for consolidation and are due by the first working day after 1 September and 1 March of each year. Following review, the approved projections will be transmitted to the requesting unit and used as the basis for processing travel requests for individuals and groups of less than five. Sufficient detailed information is needed in the "Purpose/Justification" column to permit a thorough review of the proposed travel. Attach a separate page if necessary.
- d. **Non-routine travel approval for individuals and groups of less than five:** Non-routine foreign travel by individuals or groups of less than five must be approved by the Vice Commandant. The six month projection is used to review and obtain approval of travel in this category. Once travel is approved on these projections, individual orders for travelers may be prepared. For non-routine travel by Headquarters personnel, the Director, International Affairs, will sign block 20 as the Authorizing Official except when the travel order is prepared and funded by another agency. In such cases, a copy of each traveler's orders will be forwarded with the request for information purposes. The applicable page of the approved travel projection must be sent to Commandant (G-CI) when presenting the travel orders (see enclosure (4)) for signature. For non-routine travel by personnel outside Headquarters, a copy of signed orders shall be forwarded to Commandant (G-CI). Should a requirement for travel arise after the six month projections are approved, individual requests are to be submitted to Commandant (G-CI) in the format of enclosure (2) at least 30 days prior to the planned date of departure, if possible. In these cases, justification must be given as to why the travel was not submitted on the original six month travel projection.
- e. **Non-routine foreign travel by groups of five or more:** Non- routine foreign travel by groups of five or more to the same destination in connection with the same temporary duty assignment must be approved by the Deputy Secretary (S-2). These requests should be prepared in the format of enclosure (5). The "Reply to the Attn of" block must contain the G-CI information listed, to ensure one Coast

Guard point of contact. The requests shall also be submitted on the six month foreign travel projection. The memorandum requesting travel (which is submitted in addition to the six-month projection and is forwarded to S-2) should be submitted to Commandant (G-CI) at least 30 days before the planned departure date. Prepare and forward original TAD/TDY orders with the request. The Director, International Affairs, will sign block 20 as the Authorizing Official except when the travel order is prepared and funded by another agency. In such cases, a copy of each traveler's orders will be forwarded with the request for information purposes.

- f. **Gift acceptance:** Approval of foreign travel does not constitute gift acceptance approval. Separate approval for gift acceptance must be obtained in accordance with reference (a). Projected travel, involving the acceptance of gifts of travel must be approved by the Deputy Secretary and shall also be included in the six month projections for information purposes. The status of the request (submitted, pending, approved, etc.) shall be noted in the "Purpose/Justification" column. (See paragraph 6)
- g. **Multiple office/unit travel coordination:** There are instances where representatives from several field units or offices at Headquarters will be attending the same meeting, conference or exercise. In these cases, it is necessary to ensure that the Commandant's approval authority of four or fewer travelers is not inadvertently exceeded by obtaining approval for two or more separate travel requests to the same event. In cases where representatives from more than one office will be attending the same meeting, conference or exercise, the office of primary interest as determined by the subject matter of the meeting or conference will coordinate the travel. One single travel request and semi-annual travel projection report will be prepared by that office listing all Coast Guard attendees and their organizational affiliation.
- h. **Foreign travel manager:** Commandant (G-CI) is responsible for maintaining the approved six month projections and for tracking the cost of non-routine foreign travel to ensure that the OST allocated ceiling amount is not exceeded.
- i. **Country clearances:** All official travelers to foreign countries MUST obtain country clearance from the U.S. Embassy (typically from the defense attache, USDAO) prior

to entry into that country. A country clearance message must be sent to the American Embassy/USDAO of the country or countries to be visited at least thirty (30) days prior to the date of departure (this includes Canada and Mexico). This message shall be in the format of enclosure (6). Delegations officially accredited by the Department of State (DOS) normally do not need to obtain country clearance as it will be done by DOS. The traveler's command is responsible for submitting the country clearance.

- j. **Passport and visa issues** are addressed in Commandant Instruction 4650.9 (series).
 - k. **Point of contact:::** Commandant (G-CI) remains the point of contact for all foreign travel inquiries and maintains files containing Department of State background notes, consular information, culturegrams, and terrorism threat assessments. A checklist for foreign travel has also been prepared that incorporates general information for both official and personal travel. For issues regarding individual safety and security, commands may request country threat assessments from the Coast Guard Intelligence Coordination Center (ICC). Personnel shall ensure that they obtain required security briefings in accordance with COMDTINST M5500.11 (series), Coast Guard Security Manual. NOTE: In addition to necessary consultations with Commandant (G-CI) prior to traveling, individuals shall coordinate anticipated discussions with foreign counterparts concerning specific Coast Guard program issues with the appropriate program managers.
9. **FORMS AVAILABILITY:** Form CG-5431 Semi-Annual Travel Projection Report (RCN-5000-1) may be locally reproduced. Form CG-4251 Military Temporary Additional Duty (TAD) or Civilian Temporary Duty (TD) Request for Travel Order, may be obtained from Forms Plus Laser (FPL) or Supply Center Baltimore, using SN 7530-00-F01-6620, U/I (SH).

/s/ ROBERT T. NELSON
Vice Admiral, U.S. Coast Guard
Acting Commandant

- Encl:
- (1) Request for Routine Foreign Travel
 - (2) Request for Foreign Travel (For Vice Commandant Approval)
 - (3) Semi-Annual Travel Projection Report (CG-5431)
 - (4) Military Temporary Additional Duty (TAD) or Civilian Temporary Duty (TD) Request and Travel Order (CG-4251)
 - (5) Request for Foreign Travel (For Deputy Secretary Approval)
 - (6) Sample Country Clearance Message

Encl: (1) to COMDTINST 5000.5E

Subject: REQUEST FOR ROUTINE FOREIGN TRAVEL Date:

5000

Reply to:

From: Chief, Division

Attn. of:

(Comparable organization level for field)

To: Chief, Office

(Area Commander, District Commander, or CO of HQ Unit)

1. It is requested that you approve the following routine foreign travel:

- a. Traveler(s):
- b. Location:
- c. Dates of Travel:
- d. Purpose: (This format is used for routine foreign travel. Thoroughly justify the need for the foreign travel. If more than one traveler, specifically justify the need for each person to travel and impact of not traveling.)
- e. Other Participants: (List all known U.S. Government personnel.)
- f. Fiscal Data: (Indicate estimated total cost of the trip.)
- g. Gifts to the Department: See paragraph 6; if none, so state.

Signature

Approve: _____

Disapprove: _____

Date: _____

Encl: (2) to COMDTINST 5000.5E

Subject: REQUEST FOR FOREIGN TRAVEL

Date:

Reply to:

From: (Originating Office)

Attn. of:

To: Vice Commandant

Via: (1) Director, International Affairs Staff

(2) Executive Assistant to the Commandant

1. It is requested that you approve the following foreign travel:

- a. Traveler(s):
- b. Itinerary:
- c. Dates of Travel:
- d. Purpose: (This format is used for requests of four or less travelers on non-routine travel and five or more travelers on routine travel submitted for the approval of the Vice Commandant. These requests must be cleared for passport information and submitted to Commandant (G-CI) at least 14 days prior to the planned departure date. G-CI will log it and see that it is processed through G-CV.)
- e. Other Participants: (List all known U.S. Government personnel.)
- f. Fiscal Data: (Indicate estimated total cost of trip. Also include information relating to outside funding.)
- g. Gifts to the Department: (See paragraph 6 of COMDTINST 5000.5E; if none, so state.)

(Originating Office Signature)

Executive Assistant

Concur: _____

Nonconcur: _____

Date: _____

Vice Commandant

Approve: _____

Disapprove: _____

Date: _____

Encl: (3) to COMDTINST 5000.5E

[illegible]

Encl: (4) to COMDTINST 5000.5E

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-4251 (TEST)		MILITARY TEMPORARY ADDITIONAL DUTY (TAD) OR CIVILIAN TEMPORARY DUTY (TD) REQUEST AND TRAVEL ORDER			SOCIAL SECURITY NO.																			
Signed by Authorizing Official, this form becomes an Official Travel Order. Below named person be authorized to perform the following TAD/TD on official business of the Coast Guard.																								
1. NAME		2. GRADE/RATE		3. DIV/BRANCH		4. EXT.																		
5. DEPARTURE DATE		6. ESTIMATE DAYS ABSENT		7. ESTIMATED COST		8. REPEAT TRAVEL ORDERS FOR THE PERIOD FROM _____ TO _____																		
A. Command, District, Firm or Organization. (List in sequence)				B. LOCATION		C. DATE TIME (If critical)																		
						D. REVISIT (yes no)																		
<table border="0" style="width:100%;"> <tr> <td style="width:30%;"> 10. REQUEST A. <input type="checkbox"/> REGIS. FEE \$ B. <input type="checkbox"/> EXCESS BAGGAGE (_____ LBS.) C. <input type="checkbox"/> LOCAL TRAVEL-TAXI D. <input type="checkbox"/> 1ST CLASS JET E. <input type="checkbox"/> U-DRIVE/GSA VEHICLE F. <input type="checkbox"/> _____ DAYS LEAVE </td> <td style="width:10%; text-align: center;"> NOT APPVD. AUTH. </td> <td style="width:10%; text-align: center;"> NOT APPVD. AUTH. </td> <td style="width:30%;"> 11. MODE OF TRAVEL <input type="checkbox"/> COMMERCIAL CARRIER <input type="checkbox"/> GOVT. CONVEYANCE <input type="checkbox"/> PRIVATELY OWNED CONVEYANCE <input type="checkbox"/> It has been administratively determined that this method of travel is more advantageous to the Government, IAW JTR, M4204.5.b. <input type="checkbox"/> The total cost to the Government, including per diem, does not exceed the total cost of travel by common carrier, including per diem. (Civilians only.) </td> <td style="width:10%; text-align: center;"> NOT APPVD. AUTH. </td> <td style="width:10%; text-align: center;"> NOT APPVD. AUTH. </td> </tr> </table>							10. REQUEST A. <input type="checkbox"/> REGIS. FEE \$ B. <input type="checkbox"/> EXCESS BAGGAGE (_____ LBS.) C. <input type="checkbox"/> LOCAL TRAVEL-TAXI D. <input type="checkbox"/> 1ST CLASS JET E. <input type="checkbox"/> U-DRIVE/GSA VEHICLE F. <input type="checkbox"/> _____ DAYS LEAVE	NOT APPVD. AUTH.	NOT APPVD. AUTH.	11. MODE OF TRAVEL <input type="checkbox"/> COMMERCIAL CARRIER <input type="checkbox"/> GOVT. CONVEYANCE <input type="checkbox"/> PRIVATELY OWNED CONVEYANCE <input type="checkbox"/> It has been administratively determined that this method of travel is more advantageous to the Government, IAW JTR, M4204.5.b. <input type="checkbox"/> The total cost to the Government, including per diem, does not exceed the total cost of travel by common carrier, including per diem. (Civilians only.)	NOT APPVD. AUTH.	NOT APPVD. AUTH.												
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12. PURPOSE OF TRAVEL AND JUSTIFICATION(S) FOR REQUIREMENTS CHECKED IN ITEM 10, AND/OR 11.																								
13. DATE		TRAVEL REQUESTED BY (Signature and Position Title)																						
14. Except as noted, TAD/TD is approved and chargeable below.																								
15. Funds available for request as estimated below.																								
DIST	APPN CODE	LIM CODE	ALLOT FUND	PROGRAM ELEMENT	COST CENTER	OBJECT CLASS																		
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TYPE	FY	TONO NO.	SUFFIX	ESTIMATED COST																				
14a. DATE		SIGNATURE (Approving Official)			15a. DATE																			
16. Authorized Civilian mileage (See DOT Travel Manual, 1500.6, Appendix C.)				17. Authorized CIVILIAN per diem (See DOT Travel Manual, 1500.6, Appendix D/Chapter 4, respectively.)																				
<input type="checkbox"/> \$ _____ <input type="checkbox"/> NTE COST BY COMMON CARRIER INCLUDING PER DIEM				<input type="checkbox"/> \$ _____ PLUS LODGING NTE \$ _____ <input type="checkbox"/> TRAVEL OF 24 HOURS OR LESS <input type="checkbox"/> NONE <input type="checkbox"/> OTHER (Specify) _____																				
DATE																								
SIGNATURE (Authorizing Official, Items 16. & 17.)																								
18. FROM:																								
TO:																								
1. Except as noted, the approved TAD/TD is authorized and directed. Proceed and report to the places and in the order listed in Item 9. above. Deviations should not be made to visit places or areas not listed in Item 9. above, without prior written or verbal orders from proper authority. Upon completion of the TAD/TD directed, return to command and resume your regular duties. (Military per diem is authorized as prescribed in Joint Travel Regulations.)																								
19. DISTRIBUTION:																								
19. DATE																								
SIGNATURE (Authorizing Official)																								

Encl: (5) to COMDTINST 5000.5E

Subject: ACTION: REQUEST FOR FOREIGN TRAVEL Date:

5000

Reply to: G-CI

From: Admiral J. W. Kime
Commandant, U.S. Coast Guard

Attn of: For Trvl Mgr
267-2280

To: The Deputy Secretary

Thru: Director, Executive Secretariat Assistant Secretary for Policy and International Affairs

It is requested that you approve the following foreign travel:

- a. Traveler (s):
- b. Itinerary:
- c. Dates of Travel:
- d. Purpose: (A thorough justification is required for each traveler. The questions what, when, how much and why should be answered. All acronyms must be spelled out first then enclosed in parens immediately thereafter.)
- e. Other Participants: (List all other delegation members and accompanying persons [including spouses].)
- f. Fiscal Data: (Indicate estimated total cost of the trip [broken out by air fare and per diem]. Also indicate whether funding is to be provided for any travelers by other Government agencies.)
- g. Gifts to the Department: (If none, so state.)

2 Attachments (actual number of attachments)

ASSISTANT SECRETARY FOR POLICY
AND INTERNATIONAL AFFAIRS

APPROVE: _____

DISAPPROVE: _____

DATE: _____

THE DEPUTY SECRETARY

APPROVE: _____

DISAPPROVE: _____

DATE: _____

Encl: (6) to COMDTINST 5000.5E

Sample Country Clearance Request Message

FROM: YOUR PLA _____

TO: AMEMBASSY _____ (IN CAPITAL)

USDAO _____ (IN CAPITAL)

INFO: AMCOUNSUL _____ (IF NEAR DESTINATION) APPROPRIATE UNIFIED COMMAND (SEE LIST BELOW) COMDT
COGARD WASHINGTON DC//G-CI/G-OIN/G-OIS// COGARD INTELCOORDCEN WASHINGTON DC COMLANTAREA OR
COMPACAREA COMMANDER _____ DISTRICT COMMANDER SECSTATE WASHINGTON DC

ACTEUR, FESEC, MARSEC, GANTSEC IF APPROPRIATE UNCLAS//N05050// (NOTE: ALL COMMANDANT TRAVEL
SHOULD BE "CONFIDENTIAL.")

SUBJ: COUNTRY CLEARANCE REQUEST FOR COAST GUARD PERSONNEL IAW THE DOD FOREIGN CLEARANCE GUIDE,
REQUEST CLEARANCE AS FOLLOWS:

A. CITIES AND COUNTRIES TO BE VISITED.

B. FULL NAME, GRADE, POSITION TITLE, AND SECURITY CLEARANCE OF VISITOR(S).

C. SPECIFIC PURPOSE OF VISIT (INCLUDE WHETHER CLASSIFIED INFORMATION WILL BE DISCLOSED AND THE AUTHORITY
FOR DISCLOSURE). (AVOID ACRONYMS. A FULL EXPLANATION IN EASILY UNDERSTOOD TERMS IS REQUIRED.)

D. DATE AND NATURE OF INVITATIONS ON WHICH VISIT IS BASED, IF APPROPRIATE.

E. PROPOSED ITINERARY, INCLUDING ESTIMATED DATES/TIMES OF ARRIVAL AND DEPARTURE AND MODE OF
TRANSPORTATION AT EACH PLACE.

F. ALTERNATIVE VISIT DATE IF VISIT CANNOT BE ACCOMMODATED AT PREFERRED TIME.

G. NAME, GRADE, AND POSITION TITLE OF KEY PERSONNEL TO BE VISITED.

H. LOGISTICAL/ADMINISTRATIVE SUPPORT REQUIRED, INCLUDING BILLETING AND ROUND/AIR TRANSPORTATION. (IF
NONE REQUIRED, FOLLOWING STATEMENT SHOULD BE INCLUDED "ALL ARRANGEMENTS FOR TRAVEL AND
ACCOMMODATIONS ARE BEING HANDLED BY TRAVELLER, NO POST ASSISTANCE IS ANTICIPATED").

I. NAME AND PHONE NUMBER OF CG POINT OF CONTACT.

J. COMPLETE EXPLANATION IF REQUEST DOES NOT MEET REQUIRED LEAD TIME.

K. INCLUDE THE FOLLOWING STATEMENT "WE WILL ASSUME THAT COUNTRY CLEARANCE IS GRANTED UNLESS A
NEGATIVE REPLY IS RECEIVED" IN ALL MESSAGES WITH THE EXCEPTION OF MESSAGES TO AUSTRIA, BRAZIL, CUBA,
FINLAND, LEBANON, NORTHERN IRELAND, PERU, RUSSIA AND SWEDEN. NOTE: THIS LIST MAY ALTER DUE TO POLITICAL
CHANGES, CONSULT G-CI IF IN DOUBT.

UNIFIED COMMAND LIST

USCINCLANT NORFOLK VA//J55//FOR CARIBBEAN USCINCCENT MACDILL AFB FL// FOR MIDDLE EAST, EGYPT, HORN OF
AFRICA AND PAKISTAN USCINCEUR VAIHINGEN GF//ECJ4-SAA//FOR EUROPE (INCLUDING TURKEY, ISRAEL, LEBANON),
AFRICA, RUSSIA USCINCPAC HONOLULU HI//J5//FOR PACIFIC, AUSTRALIA, ASIA, INDIAN OCEAN COUNTRIES, RUSSIA
USCINCSO QUARRY HEIGHTS PM//SCCG//FOR CENTRAL AND SOUTH AMERICA NO UNIFIED COMMAND NOTIFICATION
REQUIRED FOR MEXICO OR CANADA, HOWEVER, PLEASE NOTE: Coast Guard personnel requesting clearance to Canada should address
their request

TO: AMEMBASSY OTTAWA//ECON// INFO: USDAO OTTAWA CA

NOTE: COAST GUARD PERSONNEL ARE EXEMPT FROM OBTAINING DOD SPECIAL AREA CLEARANCE